

United States Department of Agriculture



Natural Resources Conservation Service  
6200 Jefferson NE, Room 305  
Albuquerque, NM 87109  
**Phone:** (505) 761-4402 **Fax:** (505) 761-4463  
**Web site:** [www.nm.nrcs.usda.gov](http://www.nm.nrcs.usda.gov)

---

February 20, 2007

NEW MEXICO BULLETIN NO. 120-7-3

SUBJECT: ADS – ACQUISITION – PURCHASE CARD REPORTS

TO: All Purchase Cardholders and Supervisors

Purpose. To provide guidance regarding quarterly reporting requirements.

Expiration Date. September 30, 2007.

In accordance with Departmental Regulation 5013-6, Use of the Purchase Card, cardholders are required to generate and forward reports at least quarterly to their respective supervisors for review. Supervisors, in turn, are required to review, initial, and retain the reports on file for each cardholder. Any questionable transaction and/or suspected misuse of the card shall be reported immediately to the Local Area Program Coordinator (LAPC), Joe Grainey, via email at [joseph.grainey@nm.usda.gov](mailto:joseph.grainey@nm.usda.gov).

To generate a report, cardholders must login to PCMS. At the main menu, select Reports, then Cardholder Report. Enter the starting date of the quarter (i.e. 01-OCT-2006) and the ending date, and click Run. The report will appear in a separate window. Please be sure to print the report in Landscape format for easier viewing.

Refresher training regarding PCMS cardholder and supervisory responsibilities will be provided at future Area Meetings. If you have any questions, please contact Rosabeth Garcia-Sais, State Administrative Officer, at 505-761-4411.

/s/

DENNIS L. ALEXANDER  
State Conservationist